

### Attachment 3: MBTA Monthly Reporting for Supplemental Bus Program

<b>CARRIER</b>				<b>ROUTE#</b>	<b>Month/Year</b>	
<b>Number of Weekdays</b>		<b>Saturdays</b>		<b>Sundays</b>		
<b>OPERATING COSTS</b>						
<u>Vehicle Operations</u>						
Vehicle operations are the activities associated with dispatching and running vehicles in revenue service to carry passengers, including administrative and clerical support. Public transportation is a labor-intensive activity. Vehicle operation expenses are typically the largest expense function arising from labor, fringes and <b>fuel</b> .						
<u>Vehicle Maintenance</u>						
Vehicle maintenance are all the activities associated with ensuring revenue vehicles and service vehicles are operable, cleaned, fueled, inspected and repaired.						
<u>Non-Vehicle Maintenance</u>						
Non-vehicle maintenance are all the activities associated with ensuring buildings, grounds and equipment (garages, passenger stations and shelters, administration buildings); fare collection equipment; and communications systems.						
<u>General Administration</u>						
General administration are all the activities associated with supporting the provision of transit service.						
<b>TOTAL OPERATING COSTS</b>						
<b>FIXED MANAGEMENT FEE</b>		(NTE 3.4% of Ttl Op Costs)				
<b>TOTAL COSTS</b>		(Total Operating Costs plus Fixed Mgmt Fee)				
<b>TOTAL REVENUE</b>						
<b>NET COST</b>		(Total Costs minus Total Revenue)				
<b>TOTAL INVOICE AMOUNT</b>		50% of Net Cost Of Service				
REPORT PREPARED BY:						
Name/Title:						
Address:						
Phone:						

<b>CARRIER</b>				<b>ROUTE#</b>	<b>Month/Year</b>	
<b><u>SERVICE DETAILS</u></b>						
Total Scheduled Vehicle Miles		(Mileage according to printed schedule)				
Total Actual Vehicle Miles		(Includes Deadhead)				
Total Actual Vehicle REVENUE Miles						
	(Mileage which carries passengers)					
Actual Vehicle Hours						
	(Includes Deadhead)					
Actual Vehicle Revenue Hours						
	(Hours in which passengers are carried)					
Total Trips Operated						
Unlinked Passenger Trips						
	(See Definition below)					
Passenger Miles						
	(See Definition below)					
Average Weekday Ridership						
Daily ridership totals by each type of fare						
(you may submit your own form for the Daily Ridership Information by Date and Type of Fare)						
(ex., senior, student, monthly pass, etc.)						

<b>SERVICE RELIABILITY</b>							
Major Mechanical Systems Failures _____							
These are failures of a mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns. Examples of major bus failures include breakdowns of brakes, doors, engine cooling system, steering and front axle, rear axle and suspension.							
Other Mechanical Systems Failures _____							
These are failures of some other mechanical element of the revenue vehicle that, because of local agency policy, prevents the revenue vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip even though the vehicle is physically able to continue in revenue service.							
Total Dropped Trips _____							
A "Service Disruption Report" must be attached for every dropped trip.							
Total Service Disruptions _____							
A "Service Disruption Report" must be attached for every delay over thirty minutes.							
Complaints _____							
Briefly describe each complaint received and note how it was resolved.							

Date	Adult	All Student Riders	Senior	<6	Total Ridership	Passes	Tickets	Transfers	Operating Hours	Farebox	Pass Sales	Ticket Sales	Misc.
2/1/18	29	97	151	2	279	229	23	6	36.00	\$73.66			
<b>Total</b>													
<b>Riders/VHr</b>	<b>0.0</b>									<b>TOTAL FARE &amp; TICKET REVENUE</b>		<b>\$0.00</b>	
<b>Operating Days</b>								<b>TOTAL FARE, PASS, TICKET &amp; MISC. REVENUE</b>		<b>\$0.00</b>			
<b><u>Service Interruptions</u></b>													